



DATE: April 15, 2009
TO: All Departments
FROM: Lauren Germany, Human Resources Generalist
REGARDING: Vacancy Announcement

The City of Gulfport – **GARAGE MAINTENANCE DEPARTMENT** - is seeking highly qualified individuals for the positions of **AUTOMOTIVE MECHANIC II**. The salary ranges for this position is **\$29,045-\$30,814**.

The attached job description will provide a position overview and lists the minimum requirements needed to effectively perform job duties.

All interested employees may apply by submitting a *transfer request form* and resume. All other applicants may apply in person at the Human Resources Department, 1410 24th Avenue, Gulfport, MS 39502.

CLOSING DATE FOR THIS POSTING IS: **UNTIL FILLED**.

Please post this information in your departments.



City of Gulfport, Mississippi
Job Description

Auto Mechanic II (AMCHII)

Department: 335 – Garage Maintenance

EEO Class: Technical

Date Revised: 1.16.2009

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Auto Mechanic II performs work in the maintenance of gasoline and diesel powered automotive, heavy and construction equipment, and related equipment.

Work involves responsibility of the performance of skilled tasks in the mechanical maintenance of automobiles, trucks, tractors, bulldozers, and other standard and special automotive and construction equipment operated by the city. Job assignments range from minor adjustments to complete component replacements and simple component rebuilds. Assignments are received from a superior who may also provide some direction on more difficult work. Employees of this class are; however, expected to exercise independent judgment as to method of repair on most assignments. Supervision may review work for acceptability in progress and upon completion.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Performs mechanical repairs and adjustments on power, drive, brake, steering, electrical, cooling, and related systems on light and heavy equipment.
- Does component changes on gasoline or diesel powered engines;
- Turns brake drums and rotors on a brake lathe
- Performs minor engine tune ups and adjustments; installs rebuilt motors.
- Replaces universal joints, differentials, axles, transmissions and clutches; rebuilds or adjusts components as required.
- Replaces tie rods, steering sections, springs, and shock absorbers; replaces generators, alternators, regulators, starters, wiring, gauges; rebuilds or adjusts components as required.

- Repairs and adjusts hydraulic systems; replaces hydraulic motors, hoses, and fittings;
- Installs and adjusts power take offs.
- May make emergency road calls to perform minor repairs on equipment or to tow disabled equipment to shop.
- May do welding work incidental to completion of repair assignments.
- Performs related work as required.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Considerable knowledge of the occupational hazards and safety precautions of equipment repair work and large scale shop operations.
- Considerable knowledge of the practices, methods, tools, and materials used in the maintenance and repair of automotive, construction, and related equipment.
- Considerable knowledge of the operating principles of gasoline and diesel engines, and of mechanical components of automotive, construction, and related equipment.
- Ability to diagnose defects in automotive, construction, and related equipment and to repair such defects with reasonable proficiency.
- Ability to perform manual labor associated with major mechanical repair work in related equipment.
- Ability to follow oral and written instructions and work within safety standards and guidelines.
- Skill in the use and care of tools, equipment and material used in the maintenance and repair of automotive, construction, and related equipment.

Education and Experience

Graduation from high school or acceptable equivalent, or vocational school. At least two years experience working directly in the automotive and/or construction maintenance field, or a minimum of one year's service in the Automotive Mechanic I Classification, is highly recommended.

Required Licenses or Certificates

Must possess valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements listed are representative of those at a minimum that must be met by an employee to successfully perform the essential functions of this position.

They include frequent standing, walking and bending; using arm and back while performing functions of climbing, stooping, kneeling crouching, and occasional crawling. Must be able to routinely lift and/or move a minimum of 50 pounds. Visual acuity is required to see close, color, adjust to focus and depth perception. Hand and eye coordination and manual dexterity necessary to operate equipment. Good hearing ability is critical to adequately perform the functions of this job. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions.

Working conditions are those of a typical full-scale mechanic service/repair shop and employees are subject to engine exhaust fumes, airborne particles from grinding & drilling, toxic or caustic chemicals, welding operations hazards, moving in & around large machines & their moving mechanical parts.

Noise level is moderate to loud.

Must be able to pass a standard security back-ground check and must pass a required drug screening exam.

Job Tool Requirements

The Auto Mechanic II will be required to have his/her own personal tools in a lockable tool box of sufficient size to securely store all within. NOTE: A complete list of required tools will be provided upon hire. Large pneumatic & electrical tools & equipment will be provided by the City.